

**Lynnwood Civil Service Commission
Meeting Minutes
February 6, 2013**

Attending: Gary Liming
Doug Kimura
Greg Sieloff
Tod Gates
Greg Macke
Paula Itaoka
Lori Charles

Commissioner Liming called the meeting to order at 5:31 p.m.

Commissioner Liming opened discussion on the election of a Chair and a Vice Chair with a request to postpone the elections until the next meeting because Commissioner Wallace was not present at this meeting. There were no objections and therefore the election of Chair and Vice Chair is postponed to the next meeting.

Commissioner Kimura moved to approve the minutes of December 5, 2012 as written, Commissioner Liming seconded the motion and the motion carried.

The Commission was asked to extend the provisional appointment of Interim Chief Tod Gates to August 31, 2013. The Commission discussed extending the appointment beyond August 31, 2013 but concluded that they would act on the specific request made and if more extensions were needed the Administration could bring the request again. Commissioner Kimura moved to approve the extension of the provisional appointment of Tod Gates to Interim Fire Chief up to August 31, 2013. Commissioner Liming seconded the motion and the motion carried.

The Commission was asked to approve a revised multi-part examination for entry police officers; the revision being the inclusion of a Command Board examination in addition to the written and oral board examinations (relying upon civil service rules 3.02 and 8.12). A discussion was held regarding the process, the exams, and the weights of each examination component. There was substantial discussion about the Command Board's role, the weight that exam would have, the importance of that exam in generating the list, and HR's role as proctor. Commissioner Liming moved to approve a multi-part examination for entry Police Officer as presented. Commissioner Kimura seconded the motion and the motion carried.

The Commission was asked to approve the revocation of the entry Police Officer list on April 18, 2013. A discussion followed. The list contains candidates with different expiration dates because of the City's recent transition from single testing to continuous testing (some dates expire on April 18, 2013 and some in July 2013). Further, these candidates all have scores which were generated by Public Safety Testing's old test. New candidates will have scores generated under the new test. Old and new scores cannot be merged on the same list. The Department needs to transition from the old scores to new scores. For all these reasons, the most practical transition is to revoke the old test on April 18, 2013 following written notice to all persons whose standing may be affected and the reasons. The transition will not affect

any candidate who is currently undergoing consideration by the Police Department. Commissioner Kimura moved to approve the revocation of the entry Police Officer list on April 18, 2013 for the reasons presented. Commissioner Liming seconded the motion and the motion carried.

Chief Jensen made the Commission aware that the Police Department will be coming to the Commission some time in the future regarding a promotional examination for sergeant because an opening is expected.

There being no further business, Commissioner Kimura moved to adjourn the meeting, Commissioner Liming seconded the motion and the motion carried.

The meeting was adjourned at 6:07 p.m.

Approved:



Gary Liming
Commission Chairperson



Paula Itaoka
Commission Secretary/Examiner